

**RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS**  
INFORMATION TECHNOLOGY DEPARTMENT  
RECORDS MANAGEMENT

RECORD  
CONTROL  
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

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**01 (ACT) ACCOUNTING**

**010802 EQUIPMENT EXPENSE RECORDS**

This series contains invoices relating to equipment. Records total monthly expenditures on equipment. Includes repair records, time cards, oil sample charts from trucks used in engine diagnosis, gas costs, and daily maintenance reports.

RETENTION: Retain for life of the equipment (LOE) plus 3 years, then dispose by landfill.

**011508 SPECIAL FUEL TAX CLAIM FOR REFUND**

This series contains SFN 22935 and supporting data verifying fuel purchased and used in Department of Transportation vehicles.

RETENTION: Retain in office for 3 years after current fiscal year, then dispose by landfill.

**30 (C/L/A) CONTRACTS/LEASES/AGREEMENTS**

**300107 AGREEMENTS, MAINTENANCE**

This series contains engineer's agreement with townships for maintenance of county roads.

RETENTION: Retain for 6 years after termination (AT), then dispose by landfill.

**300207 CONTRACT AND BOND RECORD**

This series contains contracts for road work.

RETENTION: Retain for life of the contract (LOC) plus 6 years, then dispose by landfill.

**300502 EASEMENTS**

This series contains easements for use of right of way for private work on roads and bridges.

RETENTION: Retain for 10 years after termination (AT), then dispose by landfill.

- 300504      **GRAVEL LEASES AND AGREEMENTS**  
This series contains agreements with private utility companies and land owner if power lines need moving.
- RETENTION: Retain for 6 years after termination (AT), then dispose by landfill.
- 300701      **BIDS**  
This series contains county bids of contract work.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 300908      **BUILDING PERMITS**  
This series contains permits, zoning plans, subdivision plat maps used in issuing building permits. Copies only, originals on file with Auditor.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 300909      **PERMITS, UTILITY**  
This series contains utility permits to use right of way.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 43 (EQ)      EQUIPMENT**
- 430302      **EQUIPMENT USAGE REPORTS**  
This series contains records of date, type of work, operation, machine, and time spent on equipment.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 47 (INS) INSURANCE**
- 470103      **DRIVING REVIEWS**  
This series contains annual driving reviews for the road department drivers. These are used for annual insurance.
- RETENTION: Retain in office for 2 years, then dispose by landfill.
- 70 (PS)      POLITICAL SUBDIVISIONS**
- 700208      **TOWNSHIP FILES**  
This series contains records of the type of work done each year in townships on county roads.
- RETENTION: Retain for 5 years, then dispose by landfill.

**75 (SA) SAFETY/SECURITY**

**750301 HAZARDOUS MATERIAL FILES**

This series contains information regarding safety of workers as required by Worker's Compensation and Occupational Safety and Health Administration.

RETENTION: Retain for the current fiscal year (ACFY), then dispose by landfill.

**80 (SPS) PROGRAMS, PROJECTS, AND SERVICES**

**800348 FLOOD PLAIN FILE**

This series contains Federal Emergency Management Administration file, maps, and plans for flood emergency.

RETENTION: Retain for the life of the program (LOP) plus 3 years, then dispose by landfill.

**800349 GRAVEL PIT FILES**

This series contains classification of gravel pits and truck weight records. Geographically by pit location.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

**800350 FEDERAL AID PROJECT FILES**

This series contains estimates, projects, job proposals, worksheets, final reports, and financial reports.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

**800706 STRUCTURE FILE**

This series contains repair and work record on county-owned buildings.

RETENTION: Retain in office for life of the building (LOB) plus 3 years, then dispose by landfill.

**800801 WORK ORDER FORMS/WORK REQUESTS**

This series contains all work orders to county engineer.

RETENTION: Retain for 3 years after the work is completed then dispose by landfill.

**81 (SPR) SPECIAL PROJECTS**

**810103 FLOOD DAMAGE REPAIR RECORDS**

This series contains expenditures and work reports of flood damage repairs.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

**810104 EMERGENCY RECORDS**

This series contains snow removal and communications records.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

**90 (S/S/R) SURVEY/STUDY/REPORT**

**900215 REPORTS**

This series contains annual reports to county commissioners.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

**900216 HOUSE-MOVING ACCIDENT REPORTS**

This series contains moving permits and accident reports regarding moving of houses by public over county roads.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

**95 (TS) TRANSPORTATION SYSTEMS**

**950105 ROADS FILES**

This series contains right of way data as pertains to roads, State Highway Department plans, and record of roads transferred from county to state.

RETENTION: Retain permanently (PERM).

**950106 BRIDGE FILES**

This series contains inventory reports, photographs, inspection files, low water crossings, and inventories of culverts. A summary of all bridges in county.

RETENTION: Retain for life of the structure (LOB) plus 3 years, then dispose by landfill.

- 950107      **PROJECT FILES**  
This series contains estimates, change orders, aerial photographs, field notes, and diaries noting any changes in bridges and roads.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.
- 950108      **MAPS**  
This series contains quad maps of elevations; bus, mail, milk route maps; roads by route number; bridge maps; and drainage maps.
- RETENTION: Retain until updated (UD), then dispose by landfill.
- 950111      **ROAD SIGN MAINTENANCE RECORDS**  
This series contains inventory and checklist, checked annually.
- RETENTION: Retain for 10 years, then dispose by landfill.
- 950115      **PROJECT FILES--DRAWING AND PLATS**  
This series contains drawings and plats.
- RETENTION: Retain permanently (PERM).